NON-DEPARTMENTAL

Non-Departmental accounts for all divisions which are not under the direct supervision of a department head or whose operations are contractual in nature. These include:

The mission of the **Council and Commission Division** of the City of Flagstaff is to enhance the quality of life of its citizens while supporting the values of its community.

The **Contributions to Other Agencies Division** accounts for contractual agreements with outside agencies that provide services to Flagstaff's citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff, and other Alliance partnerships.

The **Non-Departmental Division** accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

The **Firemen's Pension Division** accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

The **Economic Development Division** is responsible for the administration of economic development programs. The City contracts these services. Activities include development and implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

The **Transit Division** collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

MISSION

The mission of the City of Flagstaff is to enhance the quality of life of its citizens while supporting the values of its community.

PROGRAM DESCRIPTION

This division is the legislative branch of the City of Flagstaff's Council-Manager form of Government. The City Council enacts local legislation, assesses community needs; sets the tax rate; determines and develops policies for the City Manager to implement and adopts budgets. The Council appoints the City Manager, City Attorney, Court Magistrates and individuals to various boards, commissions, and committees.



DEPARTMENT:	NON-DEPARTMENTAL											
DIVISION:	63-COUNCIL AND COMMISSIONS											
EXPENDITURES BY CATEGORY:												
EXI ENDITORES BY SATESORY:		Actual		Adopted	F	Estimated	F	Proposed				
	Fxi	penditures		Budget		penditures	Budget		Budget-Budget			
		005-2006		2006-2007		006-2007	2007-2008		Variance			
PERSONAL SERVICES	\$	125,447	\$	171,592	\$	171,367	\$	159,702	\$	(11,890)		
CONTRACTUAL		82,374		94,915		73,455	·	103,618		8,703		
COMMODITIES		28,554		37,330		42,389		43,950		6,620		
CAPITAL								-		-		
TOTAL	\$	236,375	\$	303,837	\$	287,211	\$	307,270	\$	3,433		
EXPENDITURES BY PROGRAM:												
GENERAL ADMINISTRATION	\$	235,336	\$	299,277	\$	280,241	\$	296,880	\$	(2,397)		
BOARDS AND COMMISSIONS		1,039		4,560		6,970		10,390		5,830		
TOTAL	\$	236,375	\$	303,837	\$	287,211	\$	307,270	\$	3,433		
SOURCE OF FUNDING:												
	GEN	ERAL FUND)				\$	193,746				
	LIBRARY FUND							10,922				
	HIGHWAY USER REVENUE FUND							32,734				
	WATER AND WASTEWATER FUND							36,194				
	STORMWATER FUND							1,807				
	AIRPORT FUND							4,727				
	ENVIRONMENTAL SERVICES FUND							27,140				
								307,270				
COMMENTARY												

COMMENTARY:

The Council and Commissions operating budget has increased 1% are there are no capital expenditures. Personal Services decreases are due to a change in the Council in the 2006 election and the benefits selected. Contractual increases are due to advertising costs for Board and Commission vacancies and increased costs for various memberships. Commodities increase reflects a one time expenditure for an HP LaserJet Color Printer.

This division accounts for contractual agreements with outside agencies that provide services to Flagstaff's

citizens. The City is a major contributor to United Way, arts and cultural agencies whose activities benefit the citizens of Flagstaff, and other Alliance partnerships.

DEPARTMENT: DIVISION:	NON-DEPARTMENTAL 64-CONTRIBUTIONS TO OTHERS										
EXPENDITURES BY CATEGORY:	Actual Expenditures 2005-2006		Adopted Budget 2006-2007		Ex	Estimated penditures 006-2007	Proposed Budget 2007-2008		Budget-Budge Variance		
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL	\$	\$ 2,504 713,236 -		- 966,190 - -	\$	- 944,173 - -	\$	- 1,033,110 - -	\$	- 66,920 - -	
TOTAL EXPENDITURES BY PROGRAM:	\$	715,740	\$	966,190	\$	944,173	\$	1,033,110	\$	66,920	
HEALTH & SOC SERVICES OTHER CONTRIBUTIONS TOTAL	\$ \$	3,731 712,009 715,740	\$ \$	342,390 623,800 966,190	\$ \$	342,390 601,783 944,173	\$ \$	342,390 690,720 1,033,110	\$	- 66,920 66,920	
SOURCE OF FUNDING:	GENERAL FUND LIBRARY FUND HIGHWAY USER REVENUE FUND WATER AND WASTEWATER FUND STORMWATER FUND AIRPORT FUND ENVIRONMENTAL SERVICES FUND							872,337 10,130 33,832 71,021 6,175 8,823 30,792 1,033,110			

COMMENTARY:

The Contributions to Others operating budget has decreased 0.3% and there are no capital expenditures. Contributions are as follows: United Way \$342,390; Greater Flagstaff Forest Partnership \$20,000; High Altitude Sports Training \$40,000; FACTS \$364,420; Weed & Seed \$7,000; Youth Coalition \$25,000; Emergency Housing \$25,000; NACOG Rural Transportation \$4,300, Intake Triage \$100,000, Rural Policy Institute \$50,000 and Cardinals \$55,000.

This division accounts for all expenditures that are not specifically allocable to individual divisions or programs, e.g. property and liability insurance, unemployment

insurance, audit fees, and capital equipment that benefit various departments (mainframe computer). Costs of this division are allocated to the respective departments based on a cost-allocation formulation.

DEPARTMENT: DIVISION:	NON-DEPARTMENTAL 66-NON-DEPARTMENTAL											
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	Actual Expenditures 2005-2006Adopted Budget 2006-2007Estimated Expenditures 2006-2007\$ 73,213\$ 75,828\$ 74,7901,647,7943,027,5002,280,667327,8052,004,529902,3566,4533,281,053166,302\$ 2,055,265\$ 8,388,910\$ 3,424,115	Proposed Budget 2007-2008 \$ 80,387 5,284,100 2,628,394 1,298,500 \$ 9,291,381	Budget-Budget Variance \$ 4,559 2,256,600 623,865 (1,982,553) \$ 902,471									
EXPENDITURES BY PROGRAM: GENERAL ADMINISTRATION EMPLOYEE BENEFITS INSURANCE CONSULTANTS COPY CENTER REDEVELOPMENT GRANT PASS THRU'S APSES APS TRAINING ROOM TOTAL	\$ 570,427 \$ 2,767,254 \$ 1,299,465 68,329 69,000 59,522 915,245 915,500 908,000 436,658 432,000 534,215 (20,038) 61,103 59,967 42,524 4,144,053 562,946 35,212 560 6,348 \$ 2,055,265 \$ 8,388,910 \$ 3,424,115	\$ 2,959,919 73,000 915,500 1,300,000 50,662 3,992,300 - - - - \$ 9,291,381	\$ 192,665 4,000 - 868,000 (10,441) (151,753) - - - \$ 902,471									
SOURCE OF FUNDING:	GENERAL FUND LIBRARY FUND HIGHWAY USER REVENUE FUND WATER AND WASTEWATER FUND STORMWATER FUND AIRPORT FUND ENVIRONMENTAL SERVICES FUND	\$ 8,381,414 64,739 204,060 318,142 13,661 65,777 243,588 \$ 9,291,381										

COMMENTARY:

The Non-Departmental operating budget has increased 56% and capital expenditures total \$1,298,500 resulting in an overall net increase of 11%. Personal Services includes a merit, market, retirement, health insurance and dental insurance increase. Contractuals increases are due to the contribution to the NAU conference center (\$1.5 million) and the tentative formation of a Downtown Parking District (\$368,300). Commodities increases are due to the carryover of Information Technology software and hardware purchases. One-time expenditures for this division include new sales software (\$1 million) and Economic Development funds of \$891,000. Major capital (>\$10,000) includes 2 vehicles (\$53,500), 4 new copiers (\$45,000) and redevelopment for \$1.2 million.

This division accounts for the distribution of retirement benefits to beneficiaries covered under the Volunteer Firemen's Pension Trust Fund. Volunteer firefighters who are vested after 25 years and upon reaching retirement age or disabled receive a pension based on past volunteer service.

DEPARTMENT: DIVISION:	NON-DEPARTMENTAL 68-FIREMEN'S PENSION											
EXPENDITURES BY CATEGORY:	Expe	Actual enditures 05-2006	Adopted Budget 2006-2007		Exp	stimated penditures 006-2007	Proposed Budget 2007-2008		Budget-Budg Variance			
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ <u>\$</u>	7,200 - - 7,200	\$ \$	14,400 - - 14,400	\$ \$	14,400 - - 14,400	\$ \$	214,400 - - 214,400	\$	200,000 - - 200,000		
EXPENDITURES BY PROGRAM: GENERAL ADMINISTRATION TOTAL	\$ \$	7,200 7,200	\$ \$	14,400 14,400	\$ \$	14,400 14,400	\$ \$	214,400 214,400	\$ \$	200,000		
SOURCE OF FUNDING: COMMENTARY:	FIREMEN'S PENSION FUND							214,400 214,400				

The Firemen's Pension operating budget increased by 1389%. The increase in Personal Services is due to a payout for 2008.

This division, responsible for the administration of Economic Development programs, is a contracted service. Activities include development and implementation of strategies to recruit new basic sector employers to the community, retention and expansion of existing basic sector employers, and the promotion of

the Flagstaff area as an excellent location for business relocation. Economic development is funded by the BBB tax.

DEPARTMENT: DIVISION:	NON-DEPARTMENTAL 78-ECONOMIC DEVELOPMENT GENERAL ADMINISTRATION										
EXPENDITURES BY CATEGORY:		Actual penditures 005-2006		Adopted Budget 006-2007	Proposed Budget 2007-2008		Budget-Budget Variance				
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ \$	405,664 - - - 405,664	\$ \$	621,400 - - - 621,400	\$ \$	585,283 - - - 585,283	\$ \$	72,135 606,400 3,500 - 682,035	\$	72,135 (15,000) 3,500 - 60,635	
EXPENDITURES BY PROGRAM: GENERAL ADMINISTRATION INCUBATOR PROGRAM CONTRIBUTIONS TOTAL	\$ \$	400,824 - 4,840 405,664	\$ \$	403,000 214,000 4,400 621,400	\$	393,000 188,000 4,283 585,283	\$ \$	497,635 180,000 4,400 682,035	\$	94,635 (34,000) - 60,635	
SOURCE OF FUNDING:	ECONOMIC DEVELOPMENT FUND							682,035 682,035			

COMMENTARY:

The Economic Development operating budget has increased 1% and there are no capital expenditures. Personal Services increases are due to 1 FTE staffing addition that includes Business Attraction Specialist. In addition there are merit, market, retirement, health insurance and dental insurance increases. Contractual decreases are due to GFEC reduced by (\$11,000), Rural Economic Conference eliminated (\$25,000) and Incubator program reduced (\$34,000).

This division collects the portion of the transportation tax that is earmarked for Transit activities. Coconino County

administers the Transit program per the Intergovernmental Agreement (IGA) between the City and the County.

DEPARTMENT: DIVISION:	NON-DEPARTMENTAL 97-TRANSIT											
EXPENDITURES BY CATEGORY:	Actual Expenditures 2005-2006	Adopted Budget 2006-2007	Estimated Expenditures 2006-2007	Proposed Budget 2007-2008	Budget-Budget Variance							
PERSONAL SERVICES CONTRACTUAL COMMODITIES CAPITAL TOTAL	\$ - 3,290,923 - - \$ 3,290,923	\$ - 2,762,433 	\$ - 2,365,365 	\$ - 3,641,410 - - \$ 3,641,410	\$ - 878,977 - - \$ 878,977							
EXPENDITURES BY PROGRAM: TRANSIT TOTAL	\$ 3,290,923 \$ 3,290,923	\$ 2,762,433 \$ 2,762,433	\$ 2,365,365 \$ 2,365,365	\$ 3,641,410 \$ 3,641,410	\$ 878,977 \$ 878,977							
SOURCE OF FUNDING:	TRANSPORTATIO	ON FUND		\$ 3,641,410 \$ 3,641,410								

COMMENTARY:

The Transit budget has increased by 32% this fiscal year. This is due to increased costs including but not limited to liability insurance, rents and employee benefits. The City contracts with the County to run the Transit System. We contribute monthly based on the appropriated budget.